



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: LEGAL CLERK **NUMBER:** 16-10
JOB CODE: L4500 **DATE:** 2/26/16
SALARY RANGE: 58 (\$25,200.00 - \$37,389.60) **PCQ#:** 8813306
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

MINIMUM QUALIFICATIONS: High School graduate or GED equivalency supplemented by a proficiency in typing, plus responsible experience in legal clerical work and in work affording knowledge of the laws and regulations governing criminal or civil court procedure and practices.

KIND OF WORK: This is responsible legal clerk work processing of criminal civil and juvenile case records and related typing duties for the Legal Bureau of the Alabama Department of Mental Health. Work involves providing legal and administrative assistance to attorneys and legal research assistants. Other duties include assisting attorneys by docketing, itemizing, and maintaining all legal documents relating to discovery and civil litigation. Sets up/files/retrieves and transfers information for litigation; files/organizes NGRI files and maintain NGRI court dates; calendars due dates, deadlines and hearings; and maintains log of information on lawsuits. The employee in this position will assist with dictation and assist with ordering supplies/equipment and maintaining inventory of office equipment. This position is responsible for answering and routing telephone calls in a professional and helpful manner, ensuring that accurate messages are taken, and provide necessary follow-up. Work assignments are reviewed in process and upon completion by immediate supervisor and other attorneys.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Applicant must have considerable knowledge of English, spelling, punctuation, and legal terminology. Knowledge of office practices, procedures, and equipment. Some knowledge of laws, rules, regulations, policies, and procedures employed in criminal or civil proceedings. Must be skilled in typing with speed and accuracy. Ability to plan, organize, and present factual information in an orderly sequence.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: **March 25, 2016**